


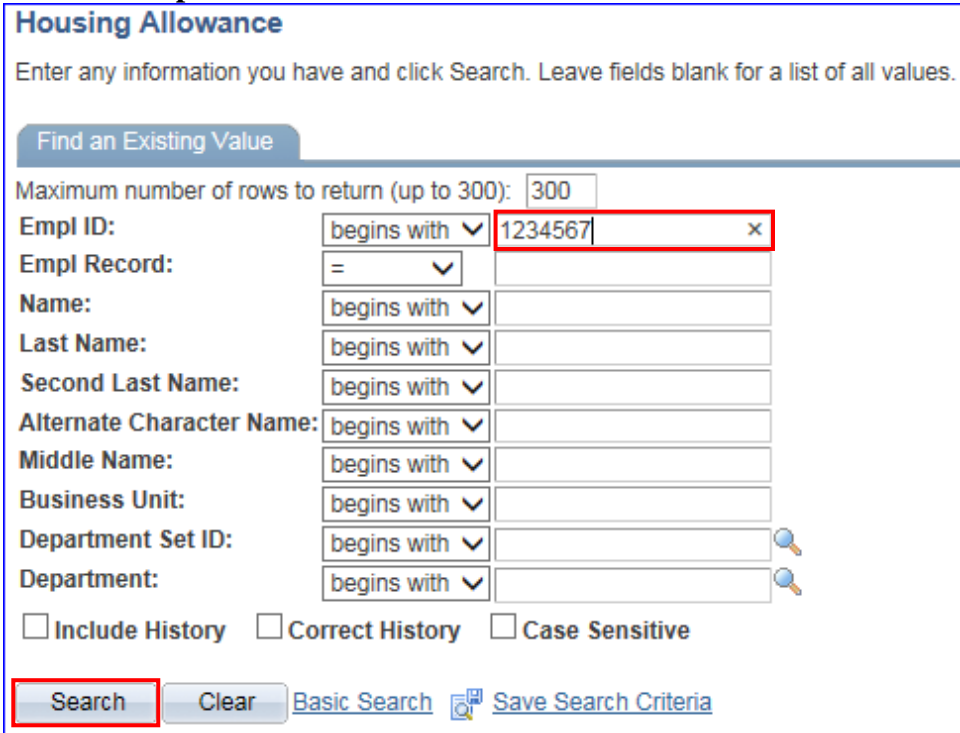
# Starting Overseas Housing Allowance (OHA)

## Introduction

This guide provides the procedures for starting Overseas Housing Allowance (OHA) in Direct Access. OHA is a monthly allowance paid to service members assigned to an OCONUS PDS (except Alaska and Hawaii) and authorized to live in private quarters.

## Procedures

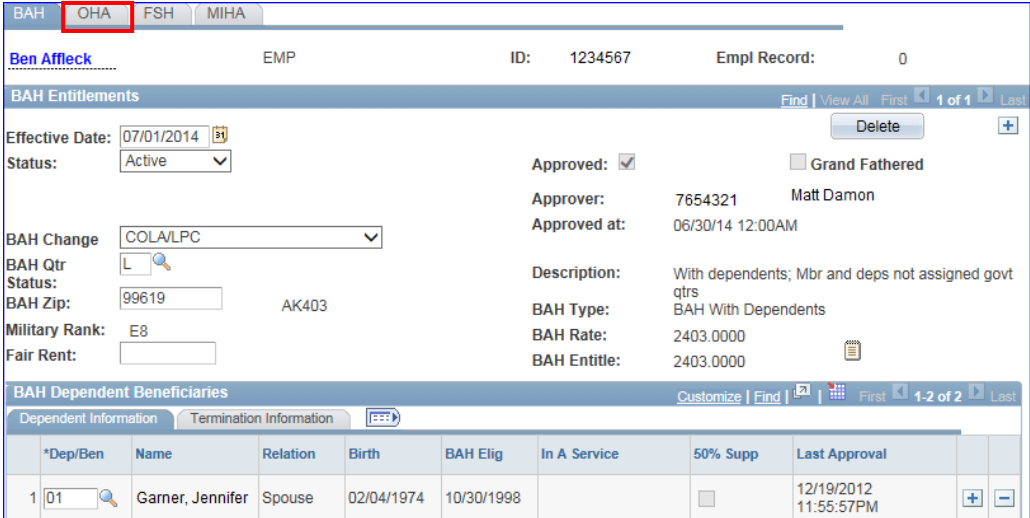
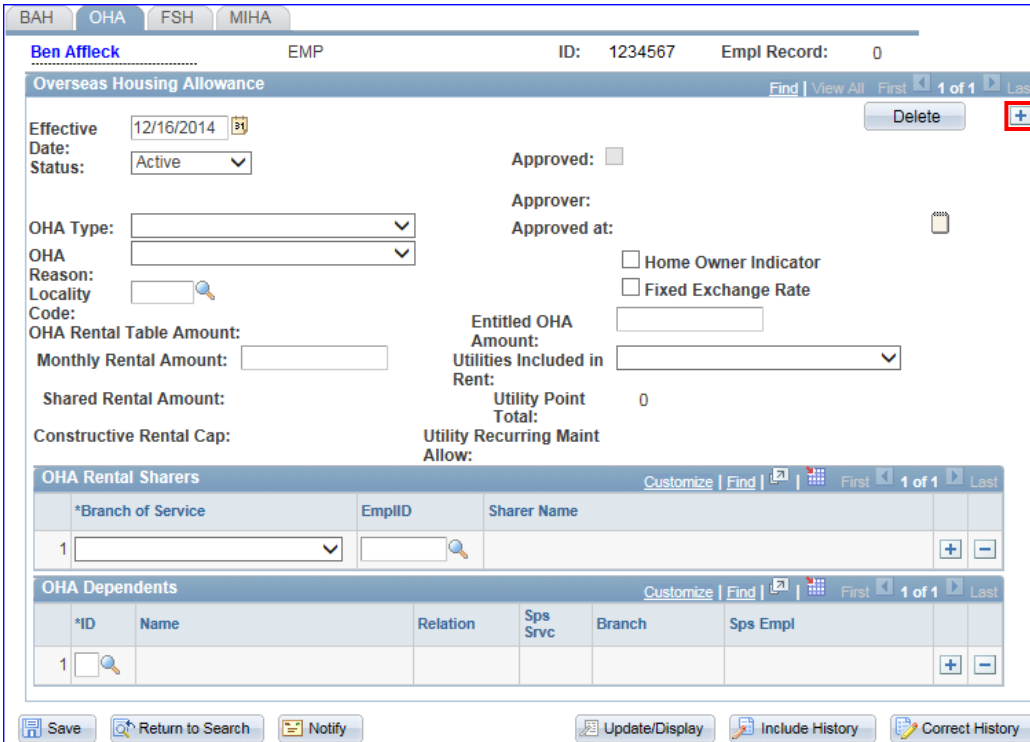
See below.

Step	Action
1	<p>Select <b>Housing Allowance</b> from the Active &amp; Reserve Pay Shortcuts pagelet.</p> 
2	<p>Enter the <b>Empl ID</b> and hit <b>Search</b>.</p> 

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## Starting Overseas Housing Allowance (OHA), Continued

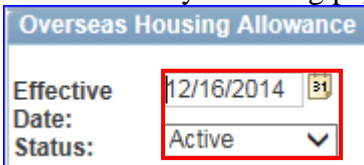
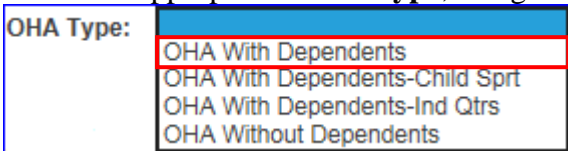
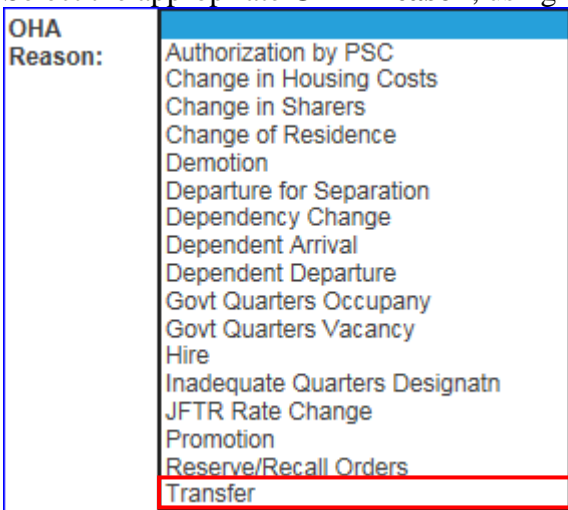
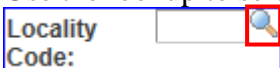
Procedures,  
continued

Step	Action
3	<p>The member's current BAH information (if any) will display. Click the <b>OHA</b> tab.</p> 
4	<p>The member's current OHA information (if any) will display. If the information is blank, continue to step 5. If the member has an existing OHA row, click the <b>Plus</b> button to add a new row.</p> 

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## Starting Overseas Housing Allowance (OHA), Continued

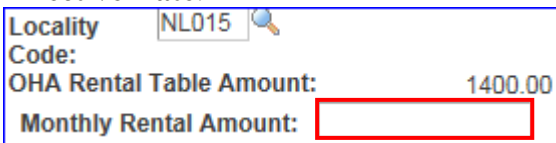
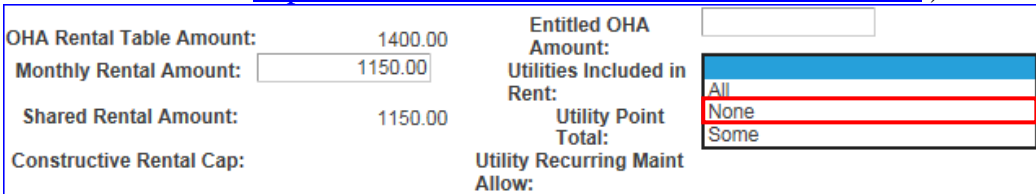
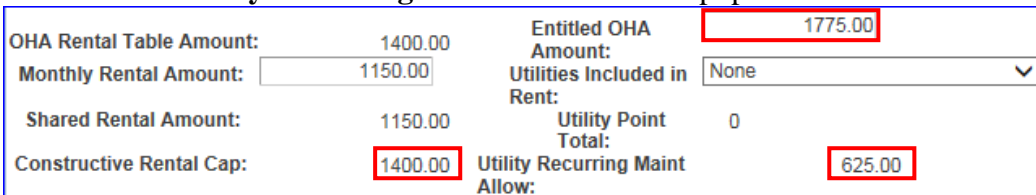
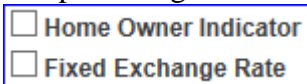
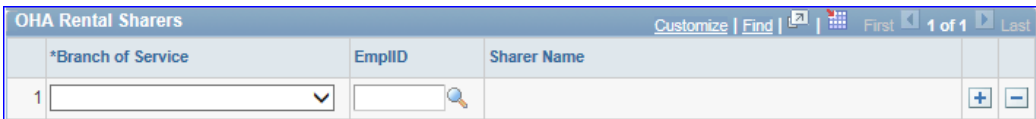
Procedures,  
continued

Step	Action
5	<p>Enter the <b>Effective Date</b> of the signed rental/lease/purchase agreement (defaults to current date) and ensure the <b>Status</b> reads Active (Inactive means the member is not currently receiving pay).</p>  <p>OHA is a cost reimbursement based allowance. The member does not have an entitlement until they enter into a rental/lease/purchase agreement and provide proof of private sector housing expenses.</p>
6	<p>Select the appropriate <b>OHA Type</b>, using the drop-down.</p> 
7	<p>Select the appropriate <b>OHA Reason</b>, using the drop-down.</p> 
8	<p>Use the lookup to select a <b>Locality Code</b>.</p> 

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## Starting Overseas Housing Allowance (OHA), Continued

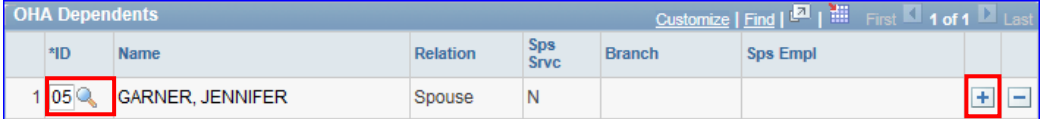

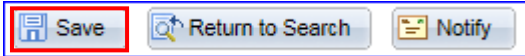
Procedures,  
continued

Step	Action
9	<p>Once the <b>Locality Code</b> is selected, the <b>OHA Rental Table Amount</b> will populate. Enter the <b>Monthly Rental Amount</b> in the foreign currency identified on the rental/lease/purchase agreement. Use the exchange rate from the <b>Effective Date</b>.</p> 
10	<p>Once the <b>Monthly Rental Amount</b> is entered, the <b>Shared Rental Amount</b> will populate. Now select one of the options in the <b>Utilities Included in Rent</b> drop-down. If the <b>Some</b> option is selected, then a <b>Utility Point Total</b> must also be entered before moving on. This is based on the assigned climate for the area (see OHA Calculator at <a href="https://www.defensetravel.dod.mil/site/ohaCalc.cfm">https://www.defensetravel.dod.mil/site/ohaCalc.cfm</a> ).</p> 
11	<p>Once an option is selected, the <b>Constructive Rental Cap</b>, <b>Entitled OHA Amount</b> and <b>Utility Recurring Maint Allow</b> will all populate.</p> 
12	<p>If applicable, check the <b>Home Owner Indicator</b> box. The <b>Fixed Exchange Rate</b> box should only be checked if the rental/lease/purchase agreement was written in dollars vice the local currency. The amount will need to be reverse computed to get the dollar value.</p> 
13	<p>If applicable, enter the <b>OHA Rental Sharers</b> information. This will affect the <b>Shared Rental Amount</b> above.</p> 

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## Starting Overseas Housing Allowance (OHA), Continued

Procedures,  
continued

Step	Action
14	<p>If OHA with Dependents was selected as the <b>OHA Type</b>, then you must enter the <b>OHA Dependents</b> here. Use the <b>ID</b> lookup to select a dependent. Use the <b>Plus</b> button to add additional dependents.</p> 
15	<p>Click the <b>Notepad</b> icon  to add additional details regarding the transaction. (For example, member and spouse have been staying in a hotel waiting for housing to become available.)</p>
16	<p>Now click <b>Save</b>.</p>  <p>Once saved, the transaction will be routed to all of the SPO Auditors in the same Dept ID as the HRS User.</p>
17	<p>Once approved, the page will update as follows.</p> 